

## Fundraising Guide

We want as many people as possible to become friends of Events for Namuwongo and we believe one of the best ways to support the charity & get others involved, is to hold a fundraising event.

You can organise a fundraising event based on anything you desire. To help you along your way we have put together this pack which will provide you with all the relevant information you will need to start your fundraising journey.

We want to make fundraising as fun and easy as it can be, so please find enclosed our A-Z guide of fundraising suggestions along with sponsorship forms and 'Virgin Money Giving' information (with step by step instructions on how to set up your page) to get you started!!

Once you have decided on your fundraising event, please let us know by emailing [info@eventsfornamuwongo.com](mailto:info@eventsfornamuwongo.com) so that we can add you to our list of 'Fundraising Friends' on the website.

If you need any further information or assistance, please do not hesitate to contact us.

Best wishes and Good Luck!

**Events for Namuwongo**

## A-Z of Fundraising Ideas - putting the FUN back into fundraising!

### A

- Ask around, get ideas and support – you'll never know what you could achieve
- Art – do you know a painter, photographer or potter? You could put on an exhibition/sale and get donations for each piece sold
- Athletics events - use your imagination, it's great to put on for all ages!
- Auction – you could do a 'favour' auction, or a slave auction. Offer to be a slave for the day, or to do a favour for a certain amount of time – like make tea for the department for the whole week, and get people to bid on these services. You can get colleagues to auction off favours too!

### B

- Bring and Buy sale – at work, or at home.
- Babysitting/ child-minding – give your friends the opportunity to have a night off for a donation
- Barbeque – works well in summer so why not try a campfire or similar for wintery months
- Baby competition – Get colleagues or friends to bring in baby pictures of themselves. People pay to guess who is who. The winner can get a bottle of champagne, and you take the entry money left over
- Barn dance
- Bingo
- Bulb growing contest!

### C

- Cake sale – get baking, or even get the local WI or a local cookery class to help
- Car Boot sale

- Car Washing
- Carnival
- Carol Singing
- Children's crafts/ painting
- Collection – at work, at church, at a shopping mall (make sure you get permission)
- Coffee Morning
- Come dine with me! Get a group of friends together to do a dinner party rotation. The money can be split between you and the winner
- Competitions

### D

- Dress down day – either at your children's school, or at work.
- Don't say Sh\*t! – Office Swear Jar – always a winner!
- Diet – a £ a Lb
- Dinner party – throw a dinner party and charge per head. You can increase the money made on the night by having an auction or raffle
- Drinking – get sponsored to give up alcohol
- Designated driver – *as above*
- Dog walking

### E

- Email everybody you know! And get them to email everyone they know! Even if you get just a few sponsorships out of it, it'll be worth it.
- Ever ready – keep your eyes open for opportunities and always have your sponsorship form ready
- Events – organise / host for example a concert, gig, dance, disco
- Events for Namuwongo – Don't forget who you are fundraising for. Every £ that gets donated goes directly towards helping the community of Namuwongo

### F

- Facebook is a fantastic fundraising tool; message all of your Facebook friends! Write on walls, set up events. If you use Virgin Money Giving to collect your donations, you can even link it to your Facebook page!

- Fancy Dress party
- Fashion Show
- Flower Show
- Fetes & Fairs – put on your own or have a stall at someone else's
- Football Kit day at work – everyone pays to wear their team colours or even a charity match

## G

- Games – scrabble, trivial pursuit, monopoly – pay to enter, and the winner gets a prize (a donated bottle of wine perhaps)
- Garage Sale
- Garden Party
- Guess the number – e.g. of sweets in a jar

## H

- Hobbies – Which hobbies can help you raise money? Walking, cycling, football, art & craft, massage?
- Home made goods – sale of jams, sweets, cards
- Horse racing – sweepstakes in the office

## I

- International – think about which country you are raising money for – can you tie it into your fundraising? (food, dance, music)

## J

- Jumble Sale

## K

- Karaoke – Pay £5 not to sing, perhaps?

## L

- Lawn mowing
- Line dancing evening – organise your own or try and persuade your local dance classes to donate proceeds to you

- Lunch-less – get your friends and colleagues to bring in packed lunches every day for a week and donate to you what they would have spent

## M

- Match donations – does your company offer match giving?
- Murder Mystery party
- Meal – get a group discount for you and your friends at a restaurant

## N

- Never give up
- Neighbours – offer to wash cars, windows, mow the lawn or even do the washing up for a week and charge per job
- Night out – get a group discount for theatre, or opera tickets and then charge everyone a bit extra for the outing

## O

- Organise events within events – an auction at your dinner party perhaps?

## P

- Pantomime
- Party – throw a themed party; 50s, 60s, 70s, 80s, bad taste, pyjamas! Or, no theme – just for fun!
- Pub crawl/Pub Golf
- Public humiliation – get colleagues to sponsor you to do something embarrassing. E.g. wear make-up (if you're a boy), or wear a dress!

## Q

- Quiz night – organise one, or get the local pub to give you a percentage of the takings from their one
- Quiet time – do a sponsored silence

## R

- Raffle – get local businesses to donate prizes

- Relatives – make the most of your relatives; they pretty much have to sponsor you!

## S

- Services – ask a hairdresser, beautician, tarot reader friend to come to your event and then give you the proceeds of their services
- Sponsorship – get EVERYONE you know to sponsor you. And if they say no just ask them again and again until they say yes
- Shave off your beard for money, or grow a beard for money
- Smoking – a sponsored abstinence from smoking

## T

- Treasure Hunt
- Twenty-four hour stay awake – everyone put in a tenner and the person that stays awake the longest wins (but you get a percentage anyway)
- Tail – pin the tail on a donkey
- Tale – tell one for cash
- Talent contest
- Tombola

## U

- Use your network of colleagues – for sponsorship and the donation of goods for auctions and raffles
- Unwanted/unused gifts – ask your friends and family if they have any unwanted items that they could donate to you for a raffle or auction. One man's rubbish is another man's treasure!

## V

- Valet service – clean out friends and relative's cars for cash!

- Valentine Dance
- Video shows – put on a great home cinema night for Events for Namuwongo!

## W

- Websites – Use Virgin Money Giving to collect online donations. You can then email the link to everyone you know and put it on your Facebook page
- Wine and Cheese party – try and get wine and cheese donated, then charge entry and have activities on the night
- Window cleaning

## X

- X-factor – have a singing competition, or put sweepstakes on the X-factor competition.
- Xtra, Xtra – is your marathon story interesting? Get in touch with the press.

## Y

- Young & Old – organise a family reunion and ask them for donations. They're bound to get competitive over who give you the most.

## Z

- Zany ideas - No such thing as a bad idea – just think of the wackiest thing you can and put your all into it!
- Zest & Zeal - this is essential if you are going to be effective at your fundraising. Your challenge is demanding and exciting and will make a real difference to the lives we support. Don't forget.

Events for Namuwongo is registered with the online fundraising service,  
Virgin Money Giving.



## The easy way to raise more money online

Virgin Money Giving is the not-for-profit alternative to Just Giving that sends your donations straight to Events for Namuwongo. We encourage our fundraisers to use Virgin as they only charge us a 2% fee and reclaim Gift Aid automatically on your behalf\*. £12.46 will reach us for every £10 you donate\*\*.



### The fast and fun way to raise funds online

- › Set up a fundraising page in 10 minutes.
- › Jazz it up with your own content, photos and links.
- › Set up a page with friends or colleagues as a team.
- › People can sponsor you securely online in a couple of clicks.
- › Link up to your Facebook page, create thank you messages, and much more.



Please visit Virgin Money Giving

# virginmoneygiving.com

to set up your Events for Namuwongo Fundraising page

- 1 Go to [virginmoneygiving.info](http://virginmoneygiving.info) and click 'start fundraising'.
- 2 Select the type of fundraising activity you're doing.
- 3 Either search for an event you're taking part in, or enter the details of your fundraising activity.
- 4 Pick us as your charity and set your fundraising target.
- 5 Create your account and choose the address for your page.
- 6 Personalise your page with your story, photos and more.

We believe the efficient service that Virgin Money Giving provides will help all our fundraisers reach their targets. If you have any questions, please call the Events for Namuwongo office on 01442 289929.

Please see below/overleaf for alternative sponsorship methods.

\*where donors indicate that they are eligible \*\*Based on a VISA Debit Card donation, with Gift Aid reclaimed.

## Guidelines for alternative methods of Sponsorship

## Sponsorship Form

Please ensure that your supporters complete the forms thoroughly and write clearly, in block capitals, their **Name** and **HOME Address**. If they are a UK tax payer, please ensure that they tick the **Gift Aid** box as this allows us to claim an extra 25% on their donation. (Please note - we cannot process the Gift Aid if the supporter's work address is given, we must have their home address).

### Online payment

The best way to donate is through internet banking, if any of your supporters pay you in cash or make cheques to you personally, please could we ask that you deposit these donations into your own bank account and then transfer a payment to us online to the below account. We would really appreciate it if you could wait until all of the donations have been received before making the transfer.

Account Name:	Events for Namuwongo	Bank:	NatWest
Account Number:	12004685	Sort Code:	60 10 33

Please ensure you use the reference field and enter your name so we can identify your payment.

Once you have made an online payment via bank transfer, please advise us of your Name and the total amount donated, by emailing [info@eventsfornamuwongo.com](mailto:info@eventsfornamuwongo.com). We will also need you to send the original fully completed sponsorship form to us at the below address.

### Payment by cheque

If you would like to make your donation via cheque, please make the cheque payable to **Events for Namuwongo**. We would really appreciate it if you could wait until all of the donations have been received before sending us a cheque.

Please send cheques and sponsorship forms to us at:

**Events for Namuwongo, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ**

If any donations are sent to us using the above method, please ensure that you enclose all relevant sponsorship forms and that the names and addresses are consistent with those on the cheques.

## Additional or Future Donations

The best way to donate is through internet banking or to send a cheque to our Berkhamsted address, as above. Credit / debit card payments are possible, but for every transaction Events for Namuwongo are charged a transaction fee of up to 3% of the value of the donation. Therefore, we would encourage you to either pay via internet banking or by cheque r.

### Credit/Debit card payments

We do not accept American Express. Credit card transaction fees are non-refundable. Please complete the card information below or if preferred call 01442 289929 to make your payment by telephone.

Please charge the following credit/debit card number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Switch <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	
Valid from date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Expiry date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Card security code <input type="text"/> <input type="text"/> <input type="text"/>	Switch Issue No <input type="text"/> <input type="text"/> <input type="text"/> (SWITCH ONLY)

Name:.....

Event and Date: (e.g. London Marathon, April 22nd 2012).....

PLEASE NOTE: THIS FORM MAY BE PHOTOCOPIED

If you pay Income tax or Capital Gains tax, your donation will be eligible for Gift Aid.  
Events for Namuwongo can claim a percentage of the donation with no cost to the donor from HMRC  
**Please note - Gift Aid can only be claimed if we have the sponsors' full name & home address –  
a work address cannot be used**

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

FULL NAME	HOME ADDRESS <u>N.B. We cannot claim Gift Aid with your work address</u>	POST CODE	PHONE NUMBER	AMOUNT	TICK FOR GIFT AID
e.g. JOE BLOGGS	(home) 17 TRENCH LANE, HARPENDEN	AL5 5BJ	01224756554	£10	✓
	(home)				
	(home)				
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**PLEASE HELP OUR CHILDREN BY SPONSORING – THANK YOU**

Events for Namuwongo, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ

TEL: 01442 289 929 Email: info@EventsForNamuwongo.com

Management in Uganda by Hope For Children. Registered Charity No: 1041258

*Sponsorship form continued...*

**Name:**.....

**Event and Date:** (e.g. London Marathon, April 22nd 2012).....

**PLEASE NOTE: THIS FORM MAY BE PHOTOCOPIED**

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